

Office Coordinator

Full-Time



MINISTRY SUMMARY: The Office Coordinator supports the overall adult ministry, finance department, and inner office operations by meeting the needs of day-to-day organization, reporting, and ordering various supplies and resources.

Report Structure: This person will primarily reports to the Discipleship Pastor and the Church Administrator.

PRIMARY RESPONSIBILITIES:

- Serves as the administrator for adult ministry and supports Discipleship Pastor and Senior Adult Pastor
- Assists in coordinating events in areas of adults, worship, and church-wide events
- Assist Executive Office in the planning of staff events including meetings, trainings, and retreats
- Develops and maintains records such as enrollment, attendance, guests for adult and worship ministry
- Supports the finance office as needed
- Serves as a backup phone and visitor receptionist
- Maintain worship ministry libraries
- Supports the Senior Pastor and Church Administrator as needed
- Carries out other duties as requested

DNA. The heart of the Office Coordinator

Demonstrates a mature faith in Jesus Christ and is faithful in worship, prayer, and congregational life

Endorses and displays the church's mission, vision, values and operating principles

Demonstrates care and concern towards church staff, members of the congregation and community with a servant heart and a positive, energetic attitude

High integrity, including maintenance of confidential information

Exercises good judgment and positively lead and influence others

Key Components To The Role

Bachelor's Degree from an accredited college or university preferred

Ability to understand, read, write, and speak English

Ability to recognize and define problems, collect data, establish facts, draw valid conclusions and correct errors

Ability to effectively present information verbal and written, respond to questions and professionally interact with supervisors, co-workers, vendors, church members, and the general public

Ability to handle multiple, simultaneous tasks effectively and efficiently while maintaining a professional, courteous manner

Computer skills including, but not limited to spreadsheets, Microsoft office, internet, email, church management software required

Ability to work a flexible schedule, including occasional evening and weekends

Ability to stand, walk, and sit for extended periods of time. Must be able to occasionally lift and/or move up to 50 pounds